

Sheriff

MISSION STATEMENT

The mission of the Sheriff's Office is to serve the citizens of Montgomery County in a lawful, fair, impartial, and non-discriminating manner by providing leadership and professional support, as required, and to ensure that Court mandates are carried out in a manner that respects individual rights and freedoms. The Sheriff's Office is committed to establishing and maintaining cooperative working relationships with all other law enforcement, governmental, and Criminal Justice agencies, and the Courts to ensure that the citizens of Montgomery County are receiving the fullest range of law enforcement services required for a safe and orderly society.

BUDGET OVERVIEW

The total approved FY07 Operating Budget for the Office of the Sheriff is \$18,958,560, an increase of \$2,838,620 or 17.6 percent from the FY06 Approved Budget of \$16,119,940. Personnel Costs comprise 86.6 percent of the budget for 173 full-time positions and four part-time positions for 177.2 workyears. Operating Expenses account for the remaining 13.4 percent of the FY07 budget.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding.

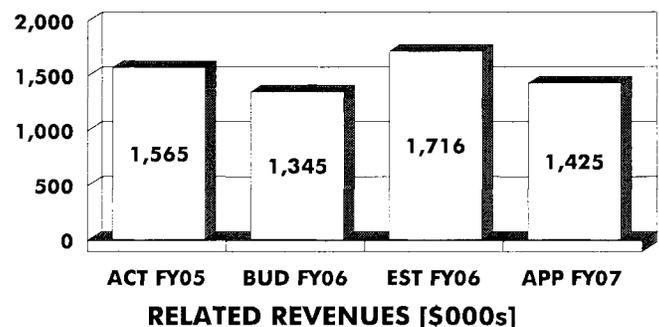
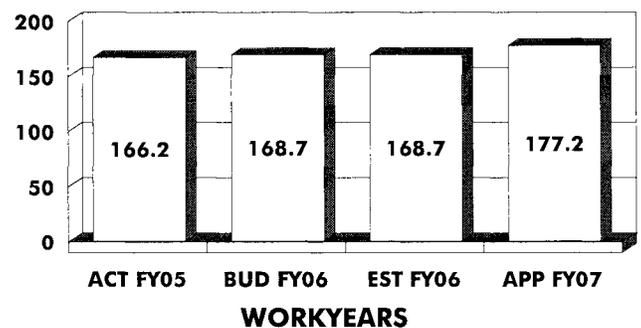
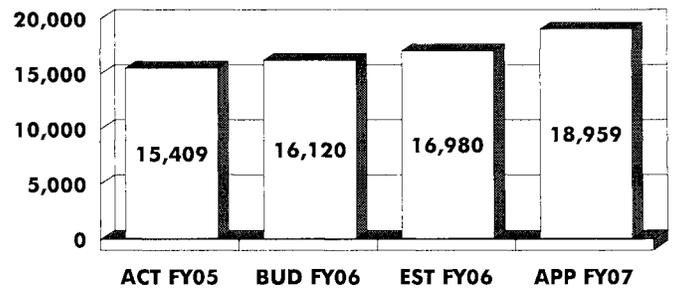
HIGHLIGHTS

- ❖ **Add eight new vehicles to support the Domestic Violence Unit, the Court Functions and Transport Section.**
- ❖ **Enhance the E-Justice system to facilitate data collection and data sharing across sections to include, the Court and Transport, Domestic Violence, Warrant, and Civil sections of the Sheriff's Office.**
- ❖ **Add Security Enhancements for the Red Brick Courthouse to provide a safe environment for the new Juvenile Court Judge and the public.**
- ❖ **Assign one new deputy position and one new sergeant position to the Court Functions and Transport Section for Red Brick Court Security.**
- ❖ **Assign five additional deputy sheriffs to the Domestic Violence Unit to handle the increased caseload and reduce overtime.**
- ❖ **Add one Program Manager to the Domestic Violence Coordinating Council.**
- ❖ **Productivity Enhancements**
 - Streamlined the hiring process by sending the background information booklet early, and testing only qualified applicants. This has allowed the

Program Summary

	Expenditures	WYs
Administration	3,163,630	15.2
Courtroom/Courthouse Security and Transport	7,941,840	77.8
Civil Process	2,062,430	24.2
Criminal Process/Warrants and Extraditions	1,863,950	18.9
Special Operations	3,275,490	36.1
Grants	651,220	5.0
Totals	18,958,560	177.2

Trends



department to "fast track" individuals into the academy class.

-Improved detainee transfers from Montgomery County Correctional Facility to the Sheriff's holding facility, through automated transport reports in the Integrated Justice Information System, including an Automated Warrant Background Check.

PROGRAM CONTACTS

Contact Jo Ann Ricchiuti of the Office of the Sheriff at 240.777.7077 or Christopher M. Mullin of the Office of Management and Budget at 240.777.2772 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Administration

This unit provides general administrative support to the Sheriff's Office including recruiting and hiring, training, background investigations, payroll, purchasing, internal investigations, automation, and budget-related functions. The Administration Section provides technical support for Sheriff's Records Management System (RMS).

The Administration Unit also oversees the Sheriff's compliance with recognized accreditation standards. The Assistant Sheriffs direct research and development of policies, procedures, and regulations to meet professional standards developed for law enforcement agencies. The Assistant Sheriffs also oversee internal investigations, represent the Sheriff's Office in legislative matters, and provide legal direction.

The Sheriff's Office participates in school functions, civic association meetings, and serves on commissions and committees. The Sheriff's Office participates in environmental crime task forces, as needed, and serves on applicant, promotional, and disciplinary boards of other public safety agencies. Administrative personnel organizes in-service and specialized training of deputies and the annual weapons qualification, as required by the Maryland Police Training Commission.

FY07 Changes

	Expenditures	WYs
FY06 Approved	2,822,710	15.3
FY07 Approved	3,163,630	15.2

Courtroom/Courthouse Security and Transport

The Sheriff's Office provides security for the Montgomery County Judicial Center and the juvenile courtrooms located at 27 Courthouse Square. The Sheriff's Office is also responsible for transporting prisoners between the new Montgomery County Correctional Facility (MCCF), Montgomery County Detention Center (MCDC), and the various court-holding facilities, as well as to and from healthcare facilities. This program also provides for guarding prisoners while at these facilities. When a writ is received from other counties, deputies are required to

transport MCDC and MCCF prisoners to other Maryland District and Circuit Courts. The Sheriff's Office administers the temporary detention facilities in the Silver Spring and Rockville District Courts and the Rockville Circuit Court for all adult prisoners and the Juvenile Court lockup located at 27 Courthouse Square.

The Sheriff's Office provides security for the County's Circuit Court located in the Montgomery County Judicial Center. The Sheriff's Office uses trained canines to detect explosives, weapons, and to serve as a general crime deterrent within the Courthouse. The Canine Unit also responds to mutual-aid calls from the Montgomery County Police Department, the Montgomery County Fire and Rescue Service, and other law enforcement agencies as necessary. X-ray machines and magnetometers screen visitors entering the building at the five Courthouse entrances.

FY07 Changes

- Assign one new deputy position for a total of 53 and one new sergeant position for a total of 16 to the Court Functions and Transport Section.*
- Add eight new vehicles to support the Domestic Violence Section, the Court and Transport Section.*
- Add Security Enhancements for Courtrooms and Holding Areas behind Courtrooms.*

	Expenditures	WYs
FY06 Approved	6,166,610	72.2
FY07 Approved	7,941,840	77.8

Civil Process

The Sheriff's Office is mandated to serve all civil processes as directed by the Courts or private litigants and file returns to the Court. These papers include summonses, subpoenas, failure-to-pay rent notices, and other court documents. The Civil Process function is supported by deputies, who research and serve papers, and by administrative staff, who maintain the tracking process.

The Sheriff's Office also executes court-ordered attachments, real and personal property seizures, and replevins (a civil action to recover property wrongfully taken). As a final step in resolution of a court judgement, the Sheriff's Office conducts sales of seized or attached items. In the case of evictions, the Sheriff's Office restores real property to rightful owners by evicting tenants and their possessions as directed by the Court. When appropriate, tenants are referred to human service agencies.

FY07 Changes

	Expenditures	WYs
FY06 Approved	2,005,920	24.2
FY07 Approved	2,062,430	24.2

Criminal Process/Warrants and Extraditions

The Sheriff is responsible for serving both adult and juvenile Circuit Court and District Court civil bench warrants, Circuit Court criminal warrants, and Child Support Enforcement warrants. The Warrant Section maintains on-line warrant

systems including National Crime Information Center (NCIC), Maryland Interagency Law Enforcement System (MILES), and the Warrant Component in the Records Management System (RMS). The Warrant Component in Criminal Justice Information System (CJIS) is a shared resource used by the Montgomery County Police and the Sheriff's Office to track outstanding warrants. The Sheriff's Office also conducts investigations to locate and apprehend those fugitives for whom the Sheriff's Office holds a warrant. In addition, the Sheriff's Office is responsible for returning fugitives to Montgomery County from other jurisdictions for outstanding Circuit Court warrants and processing those fugitives when returned.

FY07 Changes

	Expenditures	WYs
FY06 Approved	1,703,220	18.9
FY07 Approved	1,863,950	18.9

Special Operations

The Sheriff's Office is the lead agency in Montgomery County for service of Domestic Violence Petitions, Protective Orders, and Peace Orders. The Sheriff's Office also transports citizens to hospitals on Emergency Evaluation Petitions and Two Doctor Commitments. In an effort to enhance protection for the victims of domestic violence, the Sheriff's Office offers cellular phones to all domestic violence victims and has a partnership with ADT Security for alarm pendants for victims who are most vulnerable.

FY07 Changes

- Assign five additional deputy sheriffs to the Domestic Violence Section for a total of 15 in order to handle the increased caseload and reduce overtime.*
- Add one Program Manager and increase workyear of a current Office Services Coordinator to provide staff for a Domestic Violence Coordinating Council.*

	Expenditures	WYs
FY06 Approved	2,850,770	33.0
FY07 Approved	3,275,490	36.1

Grants

The Sheriff's Office has a contractual agreement with the State's Department of Human Resources to serve all summonses generated by the Child Support Enforcement Division. Staff assigned to the Child Support Enforcement Program serve child support summonses and subpoenas, research complex cases dealing with defendants evading service, and respond to emergency situations that occur within the County's Child Support offices. As part of the agreement, the Sheriff's Office receives a fee for serving the warrants and partial Federal funding for salaries and operating expenses of the section.

FY07 Changes

	Expenditures	WYs
FY06 Approved	570,710	5.1
FY07 Approved	651,220	5.0

BUDGET SUMMARY

	Actual FY05	Budget FY06	Estimated FY06	Approved FY07	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	9,068,954	9,906,470	10,068,470	11,034,160	11.4%
Employee Benefits	3,541,023	3,959,120	4,013,120	4,864,820	22.9%
County General Fund Personnel Costs	12,609,977	13,865,590	14,081,590	15,898,980	14.7%
Operating Expenses	1,785,103	1,683,640	1,956,470	2,408,360	43.0%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	14,395,080	15,549,230	16,038,060	18,307,340	17.7%
PERSONNEL					
Full-Time	155	159	159	168	5.7%
Part-Time	5	5	5	4	-20.0%
Workyears	160.1	163.6	163.6	172.2	5.3%
REVENUES					
Sheriff Fees	770,727	725,000	725,000	725,000	—
Bond Forfeiture-Sheriff	71,585	20,000	20,000	20,000	—
Fingerprint Fees	3,610	3,900	3,900	3,900	—
Child Support Enforcement: Incentive Funds	11,585	4,000	4,000	4,000	—
Medical Transport Sheriff	4,659	10,000	10,000	10,000	—
Child Support Enforcement: Warrant Service	0	5,970	5,970	5,970	—
Sheriff - Miscellaneous	0	4,000	4,000	4,000	—
Rental of Courthouse	250	1,000	1,000	1,000	—
County General Fund Revenues	862,416	773,870	773,870	773,870	—
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	525,145	308,320	514,160	344,600	11.8%
Employee Benefits	205,816	136,560	171,390	168,920	23.7%
Grant Fund MCG Personnel Costs	730,961	444,880	685,550	513,520	15.4%
Operating Expenses	283,019	125,830	256,120	137,700	9.4%
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	1,013,980	570,710	941,670	651,220	14.1%
PERSONNEL					
Full-Time	5	5	5	5	—
Part-Time	2	0	0	0	—
Workyears	6.1	5.1	5.1	5.0	-2.0%
REVENUES					
Child Support Grant - Equipment Replacement	0	15,360	15,360	15,360	—
Child Support Enforcement Grant	489,223	555,350	555,350	630,860	13.6%
Domestic Violence Grant	28,005	0	0	0	—
Local Law Enforcement Block Grant (LLEBG)	50,357	0	0	0	—
Domestic Violence Assistant (VAWO)	109,313	0	321,720	0	—
State Homeland Security Grant	25,442	0	0	0	—
County & Municipal Agency Domestic Preparedness	0	0	49,240	5,000	—
Grant Fund MCG Revenues	702,340	570,710	941,670	651,220	14.1%
DEPARTMENT TOTALS					
Total Expenditures	15,409,060	16,119,940	16,979,730	18,958,560	17.6%
Total Full-Time Positions	160	164	164	173	5.5%
Total Part-Time Positions	7	5	5	4	-20.0%
Total Workyears	166.2	168.7	168.7	177.2	5.0%
Total Revenues	1,564,756	1,344,580	1,715,540	1,425,090	6.0%

FY07 APPROVED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY06 ORIGINAL APPROPRIATION	15,549,230	163.6
<u>Changes (with service impacts)</u>		
Enhance: Annualization of Red Brick Courthouse modifications and FY06 supplemental (1 Deputy position and 1 Sergeant position) [Courtroom/Courthouse Security and Transport]	477,320	3.7
Add: Security Enhancements [Courtroom/Courthouse Security and Transport]	221,140	0.0
Enhance: Domestic Violence Deputies (5 positions) [Special Operations]	127,300	1.5
Enhance: Domestic Violence Coordinating Council Program Manager position [Special Operations]	74,940	1.0
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: FY07 Compensation	628,890	0.0
Increase Cost: Retirement Adjustment	528,110	0.0
Increase Cost: Group Insurance Adjustment	201,940	0.0
Increase Cost: Maintenance for 8 Vehicles [Administration]	186,280	0.0
Increase Cost: Structural Deficit for Overtime	122,940	1.3
Increase Cost: Grievance Settlement [Courtroom/Courthouse Security and Transport]	70,280	0.0
Increase Cost: Motor Pool Rate Adjustment	42,040	0.0
Increase Cost: Operating Costs associated with Collective Bargaining	25,000	0.0
Increase Cost: Security Contract	22,280	0.0
Increase Cost: Office Services Coordinator: Part-time to Full-time [Special Operations]	13,490	0.5
Increase Cost: Annualization of FY06 Lapsed Positions-three security guards	9,390	0.6
Increase Cost: Kronos add-on for Time and Attendance Tracking	9,200	0.0
Increase Cost: Records Management	3,610	0.0
Increase Cost: Central Duplication	2,600	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY06	-8,640	0.0
FY07 APPROVED:	18,307,340	172.2
GRANT FUND MCG		
FY06 ORIGINAL APPROPRIATION	570,710	5.1
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Annualization of FY06 Personnel Costs	26,080	0.0
Increase Cost: Benefit Adjustment	23,980	0.0
Increase Cost: FY07 Compensation	18,580	0.0
Increase Cost: Annualization of FY06 Operating Expenses	11,870	0.0
Decrease Cost: Workforce Adjustment	0	-0.1
FY07 APPROVED:	651,220	5.0